




11101  
23 May 2005

## MEMORANDUM

From: Robert V. Palombo   
Commanding Officer, ISC Alameda

Reply to  
Attn of:

To: Housing Residents

Subj: CHANGES TO SAN FRANCISCO BAY AREA HOUSING MANUAL  
ISCALAINST M11101.1(SERIES)

Ref: (a) ISCALAINST M11101.1B

1. The Housing Division is currently working on updating our existing version of the Housing Manual, reference (a). Until that is completed, the following changes to the Manual are hereby effective immediately and will be incorporated into the new version (M11101.1C). All actual changes are in bold print and underlined.

### Chapter 4 Neighborhood Regulations

Add to "PETS" Section B.5.b (page 4-3). "...Dogs shall be kept inside the pet owner's residence...or on a leash with the pet owner **(leash to be no longer than 8ft)**".

Add to "MOTOR VEHICLES" Section G.5.b bullets (page 4-9) **"Vehicle must not be connected to any housing utilities."**

Add to "MOTOR VEHICLES" Section G.5.b bullets (page 4-9) **"Flammables such as paints, thinners, and gasoline may not be stored in vehicles."**

Remove from "MOTOR VEHICLES" Section G.8.a (page 4-9) "Minor maintenance of personal motor vehicles is authorized in the housing area and limited to **oil changes...**and **battery changes.**" **"Waste oil must be disposed of in accordance with local environmental regulations."**

Add to "MOTOR VEHICLES" Section G.8.a (page 4-9) **"Due to environmental and safety concerns, the changing of motor oil and other automotive fluids and battery replacement is strictly prohibited."**

Change Title of Section J (page 4-10) **"CHRISTMAS – HOLIDAY LIGHTING, DECORATIONS, POLITICAL SIGNAGE AND OBJECTIONABLE MATERIAL"**

Add to "CHRISTMAS – HOLIDAY LIGHTING, DECORATIONS AND POLITICAL SIGNAGE AND OBJECTIONABLE MATERIAL" Section J (page 4-10) a second paragraph that reads **"Political Signage of any type is not allowed in Coast Guard Housing. Other signage, flags or various material considered objectionable or derogatory in nature, or not in the best interest of the Coast Guard or U.S. Government, is also prohibited."**

Remove from "POOLS, SPAS and HOT TUBS" Section K.2 (page 4-11) all verbiage in paragraph and replace with "Spas and hot tubs are not authorized in government owned housing. Exceptions will only be considered for medically documented Special Needs individuals on a case-by-case basis."

Add new Section (page 4-11) "M" - Guests

Add to "GUESTS" Section H (page 4-11) "Guests are welcome in Family Housing. A guest is a relative or friend who visits you for a few hours or perhaps a week or two. Guests are permitted under the following conditions and/or limitations:

- a. Guests in your home must comply with all regulations governing Family Housing. You, as the sponsor, will be held accountable for the actions of your guests.
- b. Accepting rent from your guests is strictly prohibited.
- c. Guests visiting for more than 72 hours are required to be registered at the Housing Office.
- d. Guests normally may remain for no more than 30 days. Any request for guests beyond 30 days must be submitted in writing, through the member's command, to the Local Housing Officer.
- e. The Local Housing Officer retains the right to refuse permission for any guests to be in Family Housing. A prior history of problems with the member and/or the guest(s) would be reason for this occurring.
- f. Military members and family members attached to a local command may normally not visit for more than seven days."

Chapter 6 Unaccompanied Personnel Housing (UPH)

Add to "FURNISHINGS, DECORATIONS, and STORAGE" Section H (page 6-6) the following bullets:

- Decorations: Pictures, paintings, or posters may NOT be placed in any common areas. However, they may be displayed in UPH rooms. Depiction of lewd, obscene, drug oriented, etc., material is strictly prohibited. The Housing Officer will determine what is improper material in questionable cases. The use of tape to affix pictures/posters, etc. to walls and ceilings is prohibited. Small nails and/or thumbtacks are the preferred method of hanging these items.
- Houseplants: Authorized in UPH as long as they are kept healthy and trimmed. They must not impinge on roommate rights or create hazards by producing mold or harboring insects.

Add to "ALCOHOLIC BEVERAGES" Section S (page 6-11) the following paragraphs:

5. "Alcoholic beverage containers are not to be used as decorations or left in UPH after use. All used containers are to be disposed of in the refuse cans provided to each unit."
  6. "Personnel 21 years of age or older sharing a unit with another member under 21 will ensure all alcohol will be kept from the under age member at all times. In the of age members absence, alcohol may need to be kept locked up (not in the refrigerator)."
3. If you have any questions on this matter please contact your Local Housing Office.

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